

**OFFICE OF THE STATE CIO
IT POLICY LETTER**

SUBJECT: TELEWORK	NUMBER: ITPL 09-XX
	DATE ISSUED: JANUARY DD , 2010
	EXPIRES: Until Rescinded
REFERENCES: GOVERNMENT CODE SECTION 11545 et seq	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER

DISTRIBUTION

Agency Secretaries
Agency Chief Information Officers
Department Directors
Department Chief Information Officers
Department Information Security Officers

PURPOSE

As described in Government Code Section 11545, the OCIO has broad responsibility and authority to guide the application of IT in California State government, which includes establishing policy to further the security of electronic data.

The purpose of this Information Technology Policy Letter (ITPL) is to:

- Establish the Telework Security Standards in the Statewide Information Management Manual (SIMM) Section 85B as requirements for state government agencies and departments.
- Publicize the security standards that help mitigate the cyber security and business risks associated with the use of telework capabilities.

BACKGROUND

Many state agencies¹ provide employees the option to work in a location other than their state owned or leased workplace, such as from home. Other state agencies, by the nature of the work activity, require employees to telework from home or from a citizen's place of business. Flexibility of work location has been shown to reduce expenses, increase productivity and contribute to employee job satisfaction.

POLICY

Agency heads shall ensure that only authorized users who have been trained regarding their roles and responsibilities, security risks, and the requirements included in the referenced standards, be permitted to telework.

Agency heads shall adopt and ensure the requirements contained in the

¹ When capitalized, the term "Agency" refers to one of the state's super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

Telework Security Standards are implemented.

APPLICABILITY

This policy establishes requirements, by reference to SIMM 85B, for all state agencies, and is applicable to agency heads, agency management, agency IT administrators, and telework users. The telework standard applies to telework users who have access to California state IT infrastructure and information through public networks; security, system, and network engineers and administrators; and computer security program managers who are responsible for technical aspects of preparing, operating, and securing remote access solutions and telework client devices.

DEFINITIONS

Telework - also referred to as telecommuting, is an arrangement in which an employee regularly performs officially assigned duties at home or an alternate work site.

CONTACT

Questions concerning this policy and SIMM 85B should be directed to the California Office of Information Security at 916-445-5239 or security@state.ca.gov.

SIGNATURE

Teri Takai,
Chief Information Officer
State of California
